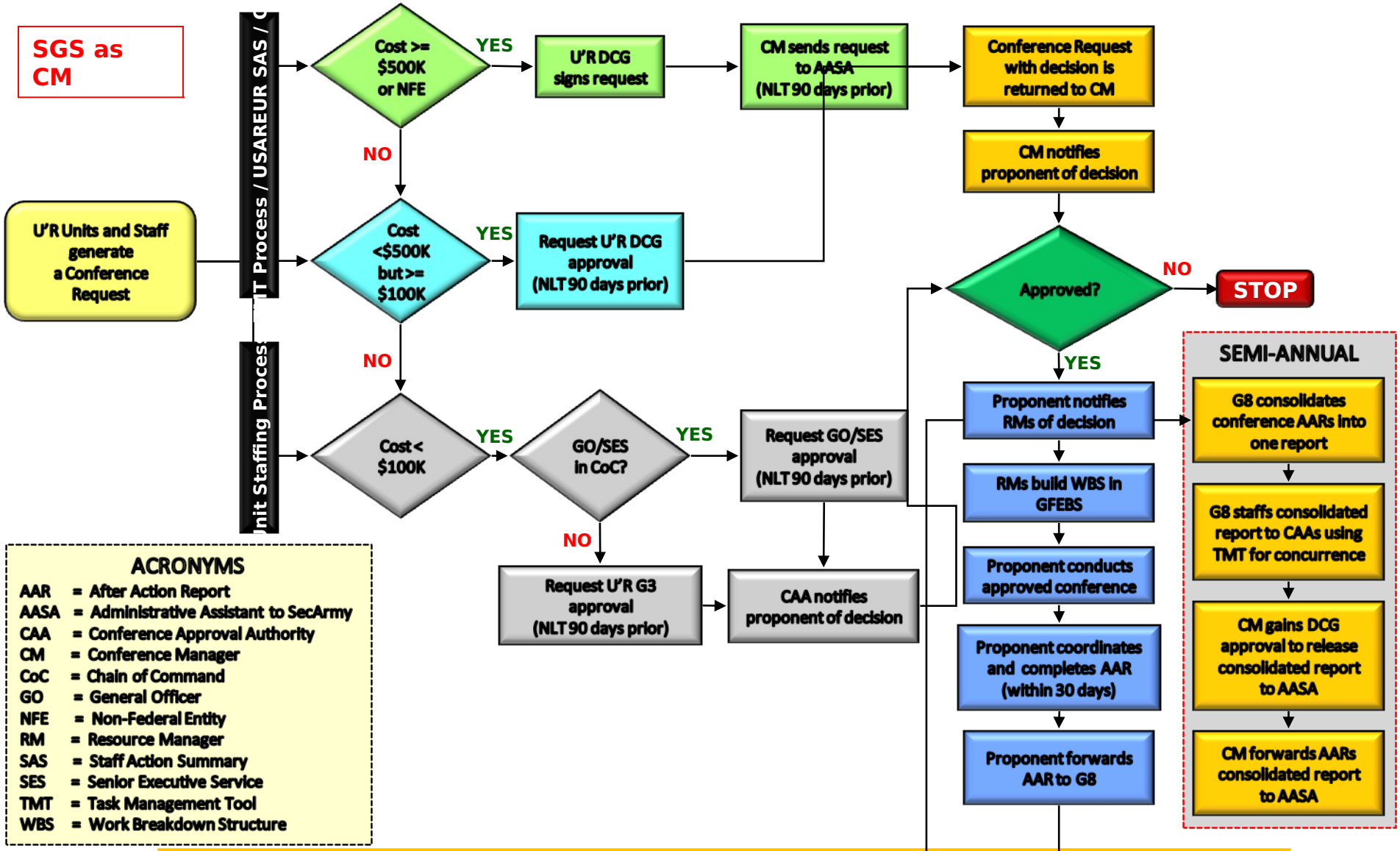
Conference Approval Process Map



ACRONYMS

AAR	= After Action Report
AASA	= Administrative Assistant to SecArmy
CAA	= Conference Approval Authority
CM	= Conference Manager
CoC	= Chain of Command
GO	= General Officer
NFE	= Non-Federal Entity
RM	= Resource Manager
SAS	= Staff Action Summary
SES	= Senior Executive Service
TMT	= Task Management Tool
WBS	= Work Breakdown Structure

Conference Approval Process

1) Generate conference request ICW Army Directive 2011-20.

2) Staff conference request to CAA as follows:

   - Cost >=$500K or held in conjunction w/NFE, staff to CM. DCG signs request. CM sends to AASA for approval.
   - Cost >=$100K, staff to CM for DCG approval.
   - Cost <$100K, staff to first GO/SES in CoC or supervision for approval. If no GO/SES, staff to U'R G3.

3) Requests >=$100K, CM notifies proponent of approval decision. Requests <$100K, CAA notifies proponent of approval decision. Proponent notifies RMs.

4) RM builds WBS in GFEBS to track actual costs for approved conferences.

5) Proponent conducts approved conference.

6) W/in 30 days of conference completion, proponent prepares AAR and forwards to G8 for review.

7) G8 consolidates AARs into one report and staffs to CAAs w/in TMT for concurrence.

8) CM gains DCG approval for release and forwards report to AASA (semi-annually).